

## Staffing Committee Meeting

Kidsgrove Town Council  
Victoria Hall  
Liverpool Road  
Kidsgrove  
Staffordshire  
ST7 4EL

Tel: 01782 782254

[www.kidsgrovetowncouncil.gov.uk](http://www.kidsgrovetowncouncil.gov.uk)



28<sup>th</sup> October 2020

To: Members of the Staffing Committee of Kidsgrove Town Council

Dear Councillor,

You are summoned to attend the meeting of Kidsgrove Town Council, Staffing Committee to be held at 6:30 pm on Monday, 2<sup>nd</sup> November 2020, on Zoom.

Yours sincerely,

A handwritten signature in black ink that reads 'Sue Davies'.

Sue Davies  
Town Clerk

## **Business to be transacted**

- 1) To receive and consider apologies for absence.
- 2) To note declarations of Members' Interests.
- 3) Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.  
(No individual to speak for more than 2 minutes without the permission of the chair.)

- 4) To receive and approve the minutes of the meeting held on the 23<sup>rd</sup> July 2020. (Already circulated)
- 5) Policies:
  - a) To note that, as part of the contract, Ellis Whittam is compiling an employment handbook.
  - b) To consider and recommend for approval, or otherwise, a Grievance Policy. (Already circulated)
  - c) To consider and recommend for approval, or otherwise, a Disciplinary Policy. (Already circulated)

## **Matters to be considered with the Press and Public Excluded:**

- 6) Exclusion of press and public: To resolve under 1960 (Admission to meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed.
- 7) To consider and discuss various staffing issues relating to current staff.
- 8) To consider progression of the recruitment of an administration assistant including agreement of terms and the job role and training mechanism during the current Covid-19 'work from home' directive. (Papers already circulated)
- 9) To receive any further Clerk's reports and updates regarding staffing.